

BOARDING HANDBOOK

CSFC CAMBRIDGE

WELCOME TO BOARDING

CSFC Cambridge offers a remarkable opportunity for students in the UK; set in an outstanding urban location with excellent access to the amenities of the city centre, our boarders live as part of a true family community where you will be happy, safe and cared for. This really is "a home from home" and family is at the heart of all we do.

We take huge pride in our multi-cultural community and recognise that this is a special environment that gives all our students a unique opportunity to meet people from a variety of different cultures and countries. The common ground that we all share is mutual respect for others and a desire for knowledge and learning both in and outside the classroom. CSFC Cambridge is a campus along with CSFC Cardiff and adopts and operates similar boarding practices and principles.

We place emphasis on developing individual strengths of students of all abilities and our caring staff create a nurturing environment, with accommodation of the highest quality and excellent pastoral care. We have a diverse mix of international pupils, all of whom enjoy a close relationship with the staff that live on-site to look after them, and with each other.

Boarders enjoy the independence of living away from home alongside the comfort that comes from being with a community of friends. In addition, there are many opportunities for extra and super-curricular and co-curricular activities, such as the debating club, sports teams and charity work. Boarders benefit from weekend activities and cultural visits which makes leisure time enjoyable and enriching. Cambridge is a university city of the highest ranking in the UK with amenities and opportunities geared to the dominant student population. An excellent place for our boarders to gain independence and enjoyment. Staff are always there to share our pupils' successes and help them with any problems they may have.

We would like to offer a very warm welcome to our school. Please do not hesitate to contact us with any other questions you may have, we will always do our best to help you.

Tom Hoskins - Housemaster



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IMPORTANT CONTACTS

BOARDING CONTACTS

HOUSEMASTER

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Houseparent MOBILE NUMBERS

Tripod Court Houseparent 07345 495740

Emergency Safeguarding phone 07586 707128

DESIGNATED SAFEGUARDING LEAD

Mrs Jennifer Payne jennifer.payne@ccoex.com

DEPUTY DESIGNATED SAFEGUARDING LEADS

Dr Julian Davies julian.davies@ccoex.com

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SAFEGUARDING GOVERNOR

Mr Paul Ludlow paul.ludlow@dukeseducation.com
07584 012130

HEALTHCARE PROVISION

Mrs Joanne Dunn cambridgenurse@ccoex.com

Mrs Laura Dobson cambridgenurse@ccoex.com

Mrs Charlene Whalley joanne.whalley@ccoex.com

Woodlands Surgery 01223 697600

NHS Direct 111

INDEPENDENT LISTENER

Ms Marion Jemmet 07752470309

NSPCC

0800 800500

Childline

0800 1111

KOOTH

www.kooth.com

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

Cardiff Sixth Form College has been the top school in the UK for A Level results over the past 14 years and is one of the top A Level schools in the world. Cardiff Sixth Form College has two sites, in Cardiff and in Cambridge and operates under the banner 'One College on Two Campuses'.

It has an inclusive, internationalist outlook that values student autonomy and academic success. With a large percentage of international boarders, we look to offer a high standard of pastoral care and a family atmosphere alongside the outstanding academic standards the school demands. We are aware and proud of the fact we are not a 'traditional' boarding school and look to nurture independence amongst our student cohort so that our pupils are thoroughly prepared for university.

BOARDING AIM

To support students in an inclusive, safe and nurturing environment where the skills for independent living are developed, and students are assisted in their pursuit of academic excellence.

BOARDING PRINCIPLES

The school believes in a values-based education where we should be inspiring the students to reach their potential and achieve their goals. This approach looks to reinforce key values which CSFC regards as important preparation for a pupil's life beyond school. Specifically, it aims to fulfil the following:

1. To develop the whole person and **a culture of independence** in preparation for future life at university and beyond
2. Within CSFC, **learning is the primary focus**. The atmosphere within the boarding house should reflect this. It should be conducive to study and both promote and value academic progress and achievement
3. To produce an **open and trusting atmosphere** in which all members feel able to approach any other member of the community (staff or pupil) confident that they will be treated with respect and courtesy
4. To encourage the development of each pupil's character, talents, independence and sense of responsibility by offering a wide range of **co and super-curricular activities** and opportunities for leadership. This will be driven through the pastoral and inter-house programmes
5. To provide **accommodation that is comfortable** and suited to the needs of boarders, according to age and maturity, and which provides reasonable levels of privacy
6. A high priority is placed on **maintaining pupils' safety** around the school site and within the local area. In addition to clear guidelines for pupils themselves, Tripos Court's external environment is covered by CCTV cameras and has a 24-hour security presence
7. To ensure that **pupils are not discriminated against** paying particular regard to cultural background, linguistic ability, special educational need, sexual orientation, gender or academic or

sporting ability. This will be achieved through the active promotion of British values and through providing positive staff role models to support student's development as a rounded and caring individual

BOARDING PRACTICES

At CSFC boarding houses are run in a standardised structure. With two Senior Houseparents, a team of Houseparents and a house Matron. These staff are the primary care givers to our pupils outside of school hours, and report to the Housemaster. Each house is staffed 24 hours a day.

All CSA's (Compulsory School Age children aged under 16 on the 1st of September 2025) are housed together. Accommodation is separated into male and female sections, separated by electronic key access, limited to each gender.

Boarding at CSFC is the responsibility of the Principal assisted by the Vice Principal Pastoral and the Housemaster. The Housemaster is the immediate point of contact for the Houseparents.

SUPERVISION

There is adult supervision in the boarding houses at all times by identified members of staff. Each location has mobile phones to allow full and immediate access and communication in support of this supervision. In addition, there are safeguarding numbers that are known by all staff and students should an immediate child protection incident arise. The house staff consist of SHPs, Houseparents & Matron. Each member of this team has clearly defined job roles and a published job description which details their responsibilities. SHPs, Houseparents and Matron are line-managed by the Housemaster.

Regular weekly formal meetings of boarding staff take place to ensure the effective exchange of information. Additionally, a formal handover of duty will take place when members of staff on duty change, again with all relevant information exchanged through the use of the shared boarding diary and duty reports. Incident reports will be recorded and maintained within the house through the use of our boarding software to ensure a formal record is kept of all incidents. House registers and a fire log record book are kept including details of any absences.

Medical matters are the responsibility of the School Nurse under supervision of the Housemaster. Pupils are also registered with the local GP. In addition, there is a part-time school counsellor who is available for students to speak to regarding a variety of pastoral, safeguarding and mental health issues.

The school seeks to offer a high standard of catering. A vegetarian option is always available, and the catering staff will meet all dietary requirements. Halal prepared meat is always available.

The school recognises the importance of regular communication between boarders and their parents. All pupils have access to the internet and are allowed mobile phones. Houseparent phones are also available for use in emergencies and for day-to-day issues or support.

There are no weekends when boarders are required to be away from school (with the exception of winter and summer holidays). Leave may be granted when requested by pupils and parents, but should be requested by the Wednesday prior to the weekend leave requested. The school will endeavour to provide an extensive and varied programme of excursions and activities available on weekends.

Living with others in a boarding house places obvious limitations on personal privacy. It is expected that boarding staff and pupils respect the privacy of others as much as possible. Staff should 'knock and wait' before entering student's study bedrooms; pupils should be allowed to dress, undress and wash free from unnecessary staff intrusion.

ACCOMMODATION

ROOMING

Students will be placed in a cluster room, sharing a kitchen with 7-9 students. Each bedroom has a bathroom with shower, bed, desk, wardrobe, chest of drawers and storage. All water in the boarding house is potable and suitable for drinking. Kettles must only be kept in kitchens and are not allowed in cluster rooms. Mid-term changes are not allowed unless authorised or required by the Housemaster.

BEDDING

You will be provided with a pillow, duvet and bedding (pillowcase, duvet cover and sheet). You may also bring your own linen. College bedding will be changed by students every two weeks and will be washed by the housekeeper/matron. You must wash your own bedding if you choose not to use the college linen. This must be done every two weeks.

COMMON AREAS

You will receive a key fob or room key which will allow you access to your room and to your floor. You will be responsible for the safety of these; if you misplace them you will be liable for a charge to replace them. You are required to speak in English in all common areas, including at mealtimes, and to keep areas tidy.

PETS

You are not allowed to have pets or keep animals in the boarding premises.

INTERNET

All rooms have free access to the internet through a broadband connection and Wi-Fi. The internet is also filtered to stop restricted web content.

ELECTRONICS

Due to it being a fire hazard, you are not allowed to use slow cookers or rice cookers in your rooms. All items will be subject to a termly electronic Portable Appliance Testing (PAT) safety check and any item not tested will be confiscated. Please make sure you switch off all electronics when you leave your room. All electronic items need to be PAT tested before they can be used within boarding. Each tested item will be labelled with the date of the latest test and the initials of the tester. Any non-labelled items will be removed. Comprehensive guidance on PAT procedures is available on request from the Housemaster.

STORAGE

Each room has its own storage. Summer storage arrangements will be discussed during your induction period. This will typically be with an external storage provider.

PERSONAL ITEMS

You may personalise your room with your own belongings and pin up photos, posters, etc. but only on the notice board areas provided to avoid damage to walls. You must not paint any of the walls.

HOUSEKEEPING

ROOM CHECKS, AUDITS AND INSPECTIONS

Room visits will be conducted weekly by boarding staff including Houseparents and cleaners, in order to make sure you are living in a clean, healthy and safe environment.

Room audits will occur termly and are there to ensure that the room is up to standard and to update any maintenance requirements. This will also be used to PAT test any new electronic equipment. Students will be informed a week in advance before any room audits.

Room searches will only occur to check for any prohibited items and are only authorised by SMT or the Housemaster. Students will be informed before a room inspection is carried out and there will always be 2 staff members present. All room inspections are recorded in the school log.

DINING ROOM

CSFC Cambridge has its own catering facilities and serves breakfast, lunch and dinner 5 days a week with a brunch and dinner on weekends. The canteen caters for all dietary requirements including daily vegetarian and vegan options. All dietary intolerances including allergies **MUST** be made known to the College Nurse.

MEALS

School meals will be served at the following times:

| MEAL | WEEKDAYS | MEAL | WEEKENDS |
|-----------|---------------|--------|---------------|
| Breakfast | 07:30 - 08:20 | Brunch | 11:00 - 13:00 |
| Lunch | 13:00 - 14:00 | | |
| Dinner | 17:15 - 18:30 | Dinner | 17:15 - 18:30 |

All students living in boarding are expected to eat healthily. There are equipped kitchens for each student to make snacks in between mealtimes. Kitchen basics (milk, bread, fruit etc) are also provided by the school, and delivered weekly to the cluster kitchens

LAUNDRY

Students are expected to be responsible for washing their own clothes. A laundry room is always accessible. Please observe the operating instructions carefully.

DAMAGE & REPAIRS

We understand that accidents happen. If you cause damage, please report this at once to a member of the boarding staff. Students and any visitors must respect the college's property and act appropriately to avoid

damage e.g. no ball games, play fighting etc. Do not attempt to change light bulbs or repair electrical items yourself. Please report any necessary changes to house staff.

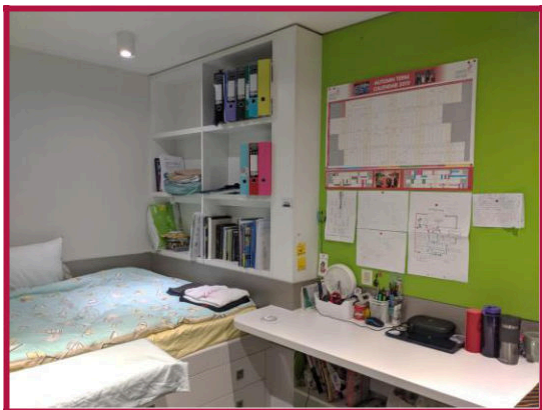
INSURANCE

You are expected to take out your own personal effects insurance policy.

KEEPING YOUR ROOM CLEAN AND TIDY

We recognise that being away from home and having to take responsibility for your own room and belongings may be a new challenge for many students. Our boarding team are here to support you in keeping your room clean and tidy. Your room will be cleaned weekly by our team of cleaners but you are expected to maintain a good level of tidiness so cleaners can access your room. Boarders must vacate their rooms for the time required (during the day) by cleaners in order to provide this service. Students who fail to keep their room tidy will be reminded by Houseparents and your room checked on a regular basis. This includes sustaining a high standard of hygiene and ensuring that all clothes are regularly washed. Anyone failing to maintain reasonable standards of tidiness in rooms, may be charged for extra cleaning. This means we have to ask the cleaning team to clean the room to get it back to the acceptable condition.

EXAMPLES OF ROOMS TO A GOOD STANDARD:



FIRE DRILLS AND ALARMS

We are required to conduct fire drills termly as a statutory requirement across all boarding schools.. Whenever you hear the alarm, you must evacuate the building immediately by following the fire evacuation procedure which is pinned on all notice boards. Do not use any lifts during alarms. Failure to comply with fire drills and alarms may result in sanctions. In addition, there is a thorough fire safety induction for all new starters.

FIRE PREVENTION

You must never cover smoke alarms or remove batteries from them and must never tamper with other safety equipment such as fire extinguishers or fire blankets. This equipment has been installed for the safety of all students. Tampering with them is a serious breach of health & safety rules and anyone found doing so will be subject to sanctions and the cost of an engineer. You must not have candles, smoke on the premises or use

forbidden or faulty electrical appliances. Any such items found in your room will be confiscated. All electronics should be turned off when you go to bed and when you leave your room.

SAFE KEEPING OF POSSESSIONS

Students are advised not to store considerable amounts of cash or highly valuable jewellery or electronic items in their rooms. Students have a responsibility to keep their own possessions safe by locking their rooms when they are not present and by locking any valuables safely in the safe provided for use in each room.

You must not enter the room of another student, remove items left in common areas or borrow property from other students without permission. These actions may be classified as theft, even if property was intended to be returned. Where theft is reported, staff reserve the right to search the rooms of other boarders for missing possessions.

NOISE

You must be considerate to others' right to quiet and especially between the hours of 10.30pm and 7.00am.

Students are expected to be in their rooms and quiet by 22:30 on Sunday - Thursday, and 23:00 on Saturday and Sunday. Any music devices that cause a nuisance to other residents or our neighbours may be removed by boarding staff.

RULES AND SANCTIONS

RULES

Boarders must treat all members of the boarding community with respect.

Any form of discrimination or bullying is completely unacceptable whether on the basis of race, appearance, gender or sexual orientation. The college will take all allegations of bullying or discrimination very seriously and investigate thoroughly. Appropriate action will always be taken.

All members of staff related to the boarding house, including catering and cleaning services must be treated with respect. Any rudeness to staff may result in disciplinary action. Any physical harm caused to any other student may result in suspension or expulsion.

Male and female accommodation areas must be kept separate.

Male and female accommodation areas are single-gender only and access to a cluster of the opposite sex is prohibited.

It is forbidden to store or use alcohol, illegal drugs and abuses of substances on boarding premises.

Students cannot store or consume alcohol on or off the school premises and should not return to the boarding house under the influence of alcohol. Please note that students may not store alcohol for cooking purposes. Students are also reminded that it is illegal in the UK for under 18s to buy or consume

alcohol and that any illegal activities will result in disciplinary action including the potential for suspension and exclusion.

There are strict laws in the UK regarding illegal drugs. Any student found, or believed, to be under the influence of any drug that hasn't been prescribed by a UK registered doctor (including 'legal highs') will be subject to disciplinary sanctions which may include expulsion and the police being notified. The college also reserves the right to drug test any student it suspects of drug misuse.

Any student in the company of a student taking an illegal substance who does not report the incident will be considered complicit in the act and will be subject to the same disciplinary sanctions.

Students should read the college policy on substance misuse.

Smoking is forbidden in all college/boarding premises.

You must not smoke anywhere within boarding. This relates to fire regulations and UK law on smoking. Students breaking this rule will be subject to college disciplinary action and may be billed for any damage or safety checks that are undertaken as a consequence of smoking. Members of staff have a duty of care to ensure that those under 18 years old are not smoking, and smoking materials may be confiscated from students if discovered. Vaping products are subject to the same rules as any other smoking paraphernalia and are forbidden in all college premises.

All health, safety and security procedures must be followed.

These have been put in place to protect you and others in the building. Any instructions or requests given by Houseparents regarding these matters must also be followed. Disciplinary action will be taken if you fail to do so.

SANCTIONS

| Incident | Staff responsible | Sanction |
|--|--------------------------|---|
| First time low level incidents (i.e: late out of boarding house, uniform not appropriate, failure to sign in/out, late for curfew) | All (SHP, HP, Matron) | Verbal warning & pastoral report (Reach) – all time-management related issues result in 1 night gating. |
| Repeated low level incidents | All (SHP, HP, Matron) | Second verbal warning & pastoral report (Reach) |
| Persistent low level incidents | SHP (HM) | Tier 2 – 1 week formal report, not applicable to permanent file. Contact to parents. |
| Continued defiance | HM, VP | Tier 3 – formal official warning from CSFCC, meeting with parents, 4 week formal report applicable to permanent file. |
| Continued defiance (after 4 week report) | VP, P | Tier 4 – discussion about suitability to remain at CSFCC. |
| Serious Pastoral Incidents | Staff Responsible | Sanction |

| | | |
|---|--------------------------|---|
| Over 18 drinking | HM | Tier 2 – parental contact, pastoral report |
| Under 18 drinking | HM | Tier 3 or 4 - subjective |
| Banned substances on site (alcohol/drugs) | HM, VP | Tier 4 – immediate discussion on suitability to board |
| Drugs | HM, VP | Tier 4 – immediate discussion on suitability to board |
| Student in room of opposite sex | HM, VP | Tier 4 – immediate discussion on suitability to board |
| In House Incidents | Staff Responsible | Sanction |
| Kitchen untidy at curfew | All | Locked overnight, cluster given the day after to tidy up, if not, locked throughout the day. |
| Kitchen continued untidiness | SHP | Cluster gated until tidying is complete. |
| Late for curfew | All | Gating the following day (18:30 – 21:30 hourly check ins, no leaving boarding) |
| Late leaving house in the morning | All | Gating that evening (18:30 – 21:30 hourly check ins, no leaving boarding) |
| Not signing in/out | All | Gating on the day if before 18:30, otherwise the following day |
| Smoking/vaping on site | HM | Formal warning from HM, parents contacted |
| Theft | SHP, HM | Parental contact, paying back, restorative mediation |
| Continued lateness, missing fire drill | SHP, HM | Subjective to student, but could result in weekend gating. |
| Other incidents | Staff Responsible | Sanction |
| Including (but not limited to): bullying, overnight disturbance, hate speech, profanity, sexism, homophobia | All | Follow the tier 1 – 4 process, speak to HM if unsure – ALWAYS report on reach using the pastoral report function. |

REWARDS

There are many opportunities to earn rewards within boarding. These range in category from punctuality to participation. All information about these can be found on the noticeboards near the exit of the boarding blocks. Rewards will be chosen by the boarding team collectively. Please see the table below for details.

| Reward Name | When? | How? | Who? | Reward |
|-----------------------------|--------------|---|--|---|
| Student of the Month | Monthly | Student presents the most well-rounded approach to CSFCC with positivity, helpfulness, punctuality and attitude | 1 student from C, E and F block | Choice from the prize pool |
| Cluster of the Month | Monthly | Cluster with the best rating from the HPs (cleanliness, behaviour etc) | 1 cluster within boarding | Choice of party food and exclusive use of the common room for one night |
| Kitchen of the Month | Monthly | Cluster with the most consistently clean kitchen (points for decoration included) | 1 kitchen per block | Choice of kitchen party food |
| Punctuality Award | Monthly | Cluster that is most consistently on time for all registrations | 1 cluster from C, E and F block | 1 hour extensions for all cluster members |
| Tripos Spirit Award | Termly | Student who embodies boarding spirit through participation, encouragement and attitude | 1 student within boarding | A (reasonable) purchase of an item for their room |
| Leadership Award | Termly | Student who acts as a role model for our year 12s in the most effective way | Year 13 only, 1 student within boarding | Choice from the prize pool |
| Cluster of the Year | Annually | Cluster that is most consistently brilliant in all aspects of boarding throughout the year | 1 cluster within boarding | Restaurant booking in Cambridge |
| Student of the Year | Annually | Student that is most consistently brilliant in all aspects of boarding throughout the year | 1 student from year 12, and 1 from year 13 | Mystery prize |

For any guidance on these rewards, please speak to the boarding team.

SECURITY OF STUDENTS AND THE BUILDING

CURFEWS

Curfews are the times you must return to the boarding house. Below is the information regarding the times of curfews and registers.

| SUNDAY - THURSDAY (WEEKDAYS) | | FRIDAY & SATURDAY (AND SCHOOL HOLIDAYS) | |
|---------------------------------|---------------------------------------|--|---|
| Time | Activity | Time | Activity |
| 07:30 - 08:15 | Breakfast | 9:00 - 10:30 | Morning registration |
| 08:10 | All students out of boarding | 10:30 - 11:00 | HP wakeups |
| 17:15 - 18:30 | Dinner & registration at Glisson Road | 11:00 - 13:00 | Brunch |
| 17:15 onwards | Return to Boarding | 13:00 - 17:15 | Free time and activities |
| 17:15 - 21:30 | Free time | 17:15 - 18:30 | Dinner & registration (Glisson and F Block) |
| 21:30 - 22:00 | Registration in blocks | 18:30 - 22:00 | Free time and activities |
| 22:30 | Quiet time (in rooms) | 22:00 - 22:30 | Registration in blocks |
| | | 23:00 | Quiet time (in rooms) |

SIGNING IN AND OUT

Accurate records must be kept in case of a fire. Therefore, it is vital that you sign out with a staff member when leaving the college and sign back in when you return. Failure to sign in and out may mean you will be denied leave in future. All boarders must sign in and out whenever they leave and return to boarding, failure to do so may result in a sanction. The safety of all students and staff is the first priority and monitoring the boarding site is a fundamental element.

You must still sign out on the sign-out sheets when leaving for school in the morning, and when returning from registration in the afternoon. Failure to do so will result in a gating.

OVERNIGHT STAYS AWAY FROM ACCOMMODATION

All students must complete a Leave Request if they intend to be away overnight or return late over the weekends by applying for permission to leave. All students must apply for permission to leave (including 18-year-olds). You must apply via the boarding software, Reach. All weekend overnight leaves must be completed by midnight on the Wednesday preceding the weekend of leave. We reserve the right to reject leave requests if they are not done in adequate time. You need to leave full details and contact numbers of where you are staying and have parental permission. You must ensure permission is granted by your Houseparent before you depart from the boarding house. Permission can still be denied by the Houseparents if your safety may be at risk or as a sanction. We may request to speak to or take ID for the person you are staying with.

ALL students staying out overnight in the UK must be hosted by a nominated guardian/host. Students are not permitted to stay by themselves. Outside of the UK, 18 year olds are permitted to stay alone at the discretion of the Housemaster and Principal.

CSA students must be picked up by an appropriate adult of age 18+ (but not a student of the college), who then will need to provide photographic ID in advance (passport/driving license). Houseparents must be notified in advance by parents/guardians as to who will pick up the student.

LEAVE REQUESTS

Leave requests are completed via Reach. Students must complete the form, and have it approved by their parent and designated staff member before they may leave. The following diagram can be used as a guide for which form to complete. Time outside curfew is any time after 10.00pm and before 7:00am

TYPES OF LEAVE

| LEAVE NAME | | MUST SUBMIT | APPROVAL NEEDED FROM |
|--|---|------------------------------|---|
| Day Trip (Missing Lessons) | The leave occurs during the school day and I would be missing lessons. (e.g. lecture at university/medical appointment) | 72 Hours before leave | Parents Houseparent Head of House |
| Day Trip (Not Missing Lessons) | I would like visit somewhere outside of Cambridge outside of lesson time (e.g. London for a show) | 24 Hours before leave | Parents Houseparent |
| Overnight Leave (Missing Lessons) | I am staying out overnight in the UK and missing lessons.I am staying with a host. (e.g. visa appointment in home country, medical | 72 Hours before leave | Parents Houseparent Head of House |

| | | | |
|---|---|-----------------------|--|
| | appointment in another country) | | |
| Overnight Leave (Not missing Lessons) | I am staying out overnight in the UK and am not Missing lessons. I am staying with a host. (e.g. staying with guardian in London) | 72 Hours before leave | Parents Houseparent |
| Out of Country Leave | I am leaving the UK - I have sent my flight tickets to the Houseparents | As soon as is booked! | Parents Head of House Houseparent Housemaster |

Students do not need to submit leave requests for any trips that are organised by the school and that are led by CSFC Cambridge staff.

If we have not authorised your leave but you go anyway, responsibility for your welfare will automatically transfer to your parents if they have approved.

WORK EXPERIENCE AND UNIVERSITY VISITS

All requests for work experience and university visits must also be submitted on Reach. Within the request, you must attach proof of invite to both, and a screenshot of approval from your teachers to be absent from lessons. Requests must be submitted as in advance as possible.

ROOM KEYS AND FOBS

You must never lend your key or fob to anyone else and you should report any lost key immediately to boarding staff. You may be charged for a replacement key.

STAFF SUPERVISION

There will always be boarding staff on duty 24 hours a day, seven days a week. You can always contact the duty person by calling the duty mobile number.

STAFF ACCESSING ROOMS

The college has a duty of care and on occasion for welfare or health & safety reasons it may be necessary at times to conduct room inspections and searches. Students must always allow staff to enter for this purpose. You will be told of the intention to inspect/search and there will be a second member of staff present to witness the inspection/search. All inspections/searches are recorded on the room search logbook.

VISITORS

Family, close friends of family and friends from college may visit you in boarding accommodation. They must sign in and out as visitors in the reception of the boarding house, F block. All visitors must leave boarding premises by 9.00pm. Visitors are not allowed to stay overnight.

Visitors are only allowed in communal areas and are not allowed to student rooms. Visitors are only permitted upstairs on the first day of term in September.

STRANGERS

Houseparents and other college boarding staff will always carry a college ID card. Any visitor to the accommodation will be in possession of a visitor's badge. If you see anyone in the building without this identification, please make it a priority to report it to boarding staff immediately or call the duty phone number.

PERSONAL RELATIONSHIPS

Students should not be engaged in intimate personal relationships in boarding accommodation. Students should be in their own rooms by their curfew times. A breach of this rule will result in disciplinary action.

STUDENTS OF COMPULSORY SCHOOL AGE (CSA) OR UNDER 16s

These students will be fully supervised in the boarding accommodation. You will not be allowed to return to the boarding accommodation during the school day (unless authorised by the Head of House). Any study periods in between timetabled classes are taken in the study room in college. You may only go out in the evenings or at weekends. We are dedicated to parity across all year 12 students, and those who fall into the category of CSA. If, however, you are a CSA student and you fail to follow the rules of boarding, you may be subject to one of the following provisions:

1. You must be accompanied by two other boarding students or an adult authorised by the Houseparents until told otherwise until told otherwise by the Housemaster.
2. You must sign out as a group of at least three students and sign in with the same group, until told otherwise by the Housemaster.
3. You must always get advance permission from the Houseparents and leave details of where you are going, when you expect to return and must always remain contactable.
4. You are allowed out for a maximum of four hours on Saturday or Sunday's, then you must return to boarding but may be allowed to sign out again (unless you have permission to leave from the Housemaster and permission from your parent or guardian).
5. You must telephone the boarding house after being out for one and a half hours and check in with the duty Houseparent.

These rules would be in place for your safety, and subject to adjustment.

Permission can be denied by Houseparents if your safety may be at risk.

ACTIVITIES

WEEKEND AND EVENING ACTIVITIES

Activities such as cinema trips, sports events, games evenings, visits to museums/local attractions, etc. will be available for you to participate in (students of compulsory school age or under are expected to join in most organised activities). Boarding students are encouraged to set up clubs which others can join. Discuss any ideas with the Houseparents or during cluster meetings.

Students may also attend, in line with our Local Learning Area Policy, educational opportunities such as public lectures within Cambridge on weekday evenings, so long as they return to boarding prior to curfew in the normal way. In order to develop a full picture of such opportunities undertaken by each

student, students should inform the Educational Visits and Work Observations coordinator when they plan to attend a lecture. Students' attendance at public lectures is the subject of a risk assessment, reviewed annually. Children of Compulsory School Age (CSA) should attend such lectures with two other students.

COLLEGE ACTIVITIES

Boarding students are encouraged to get involved in college clubs run by other students (sports, Glee, debating, medical ethics society etc.), fund-raising activities.

BOARDING COUNCIL

You will be able to stand to become members of the Boarding Council. This is made up of students with the responsibility of liaising between students, Houseparents and senior management regarding boarding provision, assisting Houseparents in organising activities, and acting as mentors for new or younger students. If you have any problems or worries during your time here, please speak to your boarding house representative.

HEALTH AND MEDICAL ISSUES

REGISTERING WITH A DOCTOR

The college nurse will register all boarding students with a local surgery. It is essential that you have shared any medical issues with the medical team prior to arrival so that the right support can be arranged for you.

HEALTH PROBLEMS

Speak to a boarding staff member, who can book an appointment with the college nurse, if you become ill whilst at college, or if it is not an urgent concern. This will be kept confidential unless your own safety or the health of other students is at risk. If you prefer, you can make an appointment to see your doctor or speak directly to the nurse. If you become ill whilst in boarding, tell the boarding staff on duty, who will call for medical advice from a professional. Any long-term health problems should be disclosed on your pre-arrival form so we can provide the best support for you.

ACCIDENTS

In case of an accident or emergency, you will be accompanied to hospital A&E by house staff.

MEDICATION

Students must not keep prescribed medicine or over the counter remedies (like aspirin/ibuprofen etc.) in their room. These must be declared to the college nurse who will keep prescription drugs for you and give them out as directed and will give you over the counter remedies for common illness. No prescribed medication is allowed in your room. If any is found it will be confiscated. No medication/supplements are allowed to be kept in your room, unless indicated on the list below. If any medication/supplements are found, they will be confiscated and given to the medical team. If any of these are prohibited on the list below, they will be disposed of using local pharmacy services. They will not be returned.

One proviso of the above ruling is if you have prescription medication that the nurse allows you to keep in your room. This must be locked in your safe in your room, and will only be permitted if you are deemed Gillet competent.

GUIDELINES OF MEDICATION/SUPPLEMENTS WITHIN STUDENT

ACCOMMODATION

Things that students **CAN** have in their room:

Multivitamins (only one pot – duplicates should be handed into the medical team for storage)

Cod liver oil capsules

Prescribed creams (although has to be authorised by the nurse) Nasal spray

Eye drops Antacids

Vapour rub Plasters

Things that students **CAN NOT** have in their rooms:

Over the counter medications (e.g. Paracetamol, Lemsip, Ibuprofen, Antihistamines, Sleep aids)

Protein supplements

Weight loss supplements

Supplements containing green tea

Medication that has not been obtained in the UK Alcohol

Energy drinks

Stimulant/ caffeine tablets (e.g. ProPlus)

Throat lozenges/spray that contain anaesthetising properties (e.g. Strepsils)

WELFARE AND SUPPORT

SAFEGUARDING AND CHILD PROTECTION

Your safety and protection are our highest concerns. We have specially trained senior staff who have been trained in ensuring the boarding and college staff keep you safe. If you feel unsafe or are worried, speak to any member of staff who will support and help you by identifying the right staff member who can help with your issue. You will see posters around college and in boarding with the picture, name and contact details of these specialist senior safeguarding staff. You may contact them yourself at any time. For more information on safeguarding, please refer to the addendum document found at the end of this handbook.

DESIGNATED SAFEGUARDING LEAD

Mrs Jennifer Payne

07985 026835

jennifer.payne@ccoex.com

DEPUTY DESIGNATED SAFEGUARDING LEAD

Dr Julian Davies

julian.davies@ccoex.com

Mr Tom Hoskins

thomas.hoskins@ccoex.com

Miss Clair Curtis-Dyke

clair.curtis-dyke@ccoex.com

ANXIETY, STRESS OR HOMESICKNESS

The Houseparents, Nurse, Housemaster, or any other member of staff are all available for you to talk to if you are feeling unhappy or facing difficulties. Please remember, you are not the only person to experience this, you do not have to face it alone and you will never be judged.

INDEPENDENT PERSON

We have identified an independent person for you to contact if you wish to talk to someone who doesn't work with college or boarding.

Mrs Marion Jemmett

07752470309

marionjemmet@gmail.com

INDEPENDENT ORGANISATIONS

There are also other organisations which act independently from the school. You can phone them for free and speak anonymously.

NSPCC 0800 800500
CHILDLINE 0800 1111

KOOTH www.kooth.com

An online counselling and emotional well-being platform

FINANCIAL PROBLEMS

We do not advise students to lend money of any significant amount to one another. Boarders should speak to Houseparents or the Housemaster if they are facing financial problems or contact the Citizen's Advice Bureau (www.citizensadvice.org.uk) if over 18 years of age.

KEEPING SAFE IN CAMBRIDGE

For information about activities and things to do in Cambridge please go to [Home - Visit Cambridge](#). When some students first think about studying abroad, one of the major concerns particularly in an urban environment, is about safety. Cambridge is, for the most part, a very safe city to live in. However, as with any other city, there are certain things you ought to know if you are to stay safe in Cambridge throughout your stay here.

Plan a way home to the Boarding House

Cambridge is a very simple city to navigate during the day, thanks to it being relatively small and excellent public transport.

Stick together

Ever heard of the expression, 'safety in numbers'? Well it applies when you're out and about, too. Cambridge is not a dangerous city, but problems do occasionally occur, and you're far less likely to become a victim if you're in a group. Stick together, particularly at night, and let one another know once you are home safely.

Keep valuables out of sight

Just like any major city, pickpocketing can be a problem in central Cambridge, as can phone snatching. In order to keep your valuables safe, make sure that they always remain out of sight. Try to keep valuables in inner pockets. If you do have something valuable on you, try to not keep touching it to check if it's there.

CONTACT WITH PARENTS

STUDENTS

Each room has high speed broadband and good signal strength for mobiles to allow students to remain in contact with families. In emergencies, Houseparents may give permission to use the office or duty phone.

PARENTS

Parents are welcome to contact Heads of House via email during the working day (09:00 - 17:15). Additionally, the duty phone is always accessible to call or message. You can also email csfcboarding.cambs@ccoex.com and get a response on the same day if you have any queries.

ACADEMIC ISSUES

Should be raised with the college directly by contacting your Head of House:

HOLIDAY AND END OF TERM ARRANGEMENTS

ENRICHMENT WEEKS AND EASTER

Your fees cover accommodation over enrichment weeks which are similar to most school's half-terms. You will be expected to attend work observation placements during this time if they have been arranged for you. If you do not have a work observation placement, remember to apply for permission to leave if you intend to visit family or friends. You are able to stay in accommodation over Easter break if you wish

WINTER HOLIDAYS

CSFC Cambridge is closed over Christmas and New Year. You are not allowed to stay in boarding over the winter holiday and must return home or arrange alternative accommodation through your guardian. Days for closing and opening are on the school calendar and website.

HOLIDAY ARRANGEMENTS

You must always inform the Houseparents about your arrival/leaving arrangements via Reach.

You will always need to provide all information about transport. When leaving the country, the boarding team will need copies of your flight tickets for UKVI purposes. Please attach copies to your request when submitting it.

END OF ACADEMIC YEAR

All students need to completely vacate and clear their room at the end of the year. They need to leave it in a clean state or there may be an additional charge to clear their room. Those students returning in the next academic year need to vacate their room and will be allocated a new room on their return. Companies for the use of storing items will be recommended to students in advance to ensure they are prepared.

POSITIONS OF RESPONSIBILITY

Students will be able to apply for the following positions of responsibility at the end of each Spring Term:

Boarding Council member (roles below)

- Heads of House (responsible for managing of the council, most senior)
- Charity and Community (community outreach, charitable events, fundraising)
- Wellbeing (assisting with induction of new students, mentoring, study habits and mental health)
- Activities and Events (boarding activities, events and the prom)
- House Prefects (accommodation oversight, decorations, kitchen additions)

COMPLAINTS

The first step would be to make an informal complaint to your Houseparent, or Boarding Council member. If you have a boarding complaint, then you may always speak to the Housemaster. You may also contact the Independent Listener whose details are displayed in the boarding house. If the complaint cannot be resolved, please see the CSFC Cambridge complaints policy which can be found on the website.

Safeguarding at Cardiff Sixth Form College

Our Commitment to You

Your safety, wellbeing and happiness matter. You have the right to feel safe, respected and included at college, in boarding, online and in the community.

What Safeguarding Means

Safeguarding protects you from harm and supports your wellbeing. It includes:

- Mental and emotional health
- Preventing bullying, harassment and discrimination
- Healthy relationships
- Online safety
- Knowing where to get help and how to report concerns

Main Types of Abuse

| | |
|--|--|
| Physical abuse: hurting someone on purpose (hitting, pushing, kicking). | Sexual abuse: unwanted sexual contact, pressure, touching, comments, or sharing images. |
| Emotional abuse: threats, humiliation, controlling or manipulative behaviour. | Neglect: not meeting someone's basic needs when responsible for them. |

Specific Risks You Should Know

| | | | |
|---|---|--|--|
| Child Sexual Exploitation (CSE): being pressured, tricked or manipulated into sexual activity in exchange for gifts, money or attention. | Child Criminal Exploitation (CCE) / County Lines: being pressured into criminal activity, often involving drugs, money or gangs. | Honour-Based Abuse: abuse carried out to “protect family honour”. | Serious Violence: threats, weapons, gangs or assault. |
| Forced Marriage: marriage where one or both people do not consent. | FGM: removal or injury of female genitalia for non-medical reasons. | Radicalisation: being influenced to support extremist ideas. | Modern Slavery: being controlled or forced to work through threats, fear or debt. |

Equality, Diversity & Respect

Everyone deserves respect regardless of their sexual orientation, gender identity, culture, religion, ethnicity or background.

This includes students who are:

- Gay, lesbian, bisexual
- Transgender, non-binary or gender questioning
- From minority ethnic groups
- Disabled or neurodivergent

Discrimination or harassment of any kind is not acceptable.

Student-on-Student Abuse

This includes harm or pressure between students, such as:

| | | |
|--------------------------|-------------------------------------|--------------------------------|
| Bullying or intimidation | Sexual comments or unwanted contact | Sharing images without consent |
| Online harassment | Coercive or controlling behaviour | Physical or sexual assault |

Low-Level Concerns (About Adults)

A low-level concern is a worry about an adult’s behaviour, even if it feels small.

This can include teachers, boarding staff, support staff, visitors and anyone in a position of trust.

Examples:

| | | |
|--------------------------------------|---|-----------------------------------|
| Favouritism towards certain students | Overly personal comments | Private messaging on social media |
| Unprofessional jokes or behaviour | Spending unnecessary one-to-one time with a student | Buying gifts for students |

If something feels ‘off’, speak up. You will be supported.

Online Safety & Sextortion

Online risks include:

- Blackmail involving images
- Pressure to send photos
- Fake accounts
- Online bullying or harassment
- Scams or fraud

If this happens: do not pay money, do not send more images, screenshot, block, and tell a trusted adult immediately.

How to Report a Concern

You can talk to:

- Any teacher or member of staff
- Your House Parents / House Master – Mr Hoskins
- Head of House – Mr Stuart, Ms Payne-Wheeler, Ms Surensoy

- Designated Safeguarding Lead (DSL) Ms Payne Wheeler or Deputies Mr Hoskins, Dr Davies, Miss Curtis-Dyke

- The college nurses

You can report in person, by email safeguarding.cambridge@ccoex.com, calling the safeguarding phone 07586707128, or through a friend. You will never get in trouble for speaking up.

Support & Services

- Childline: 0800 1111

- YoungMinds Textline: Text YM to 85258

- The Mix: themix.org.uk – Mental health

- CEOP: report harmful behaviour online

- Centre 33 (Cambridge): centre33.org.uk

- Cambridge Rape Crisis: 01223 245888

- Crisis Mental Health Line: 111 → Option 2

-Report Remove – Childline – this will help you remove sexual images of yourself posted online

If You're Unsure

If something doesn't feel right — say something. You will be listened to, supported and taken seriously.